



Real Estate Prelicensing or Post Licensing Course Approval Application

You can use this form to renew or apply for approval to offer a prelicensing or post licensing real estate course. Allow 45 days for processing original applications and applications with changes. Approval is made upon receipt of request to renewal applications with no changes. Send this completed form, a check or money order for the fee payable to the Department of Licensing, and all required attachments to:

Real Estate, Department of Licensing, PO Box 9021, Olympia, WA 98507

For validation only

Original applications only must also include:

- a course outline with hourly breakdown and learning objectives
- a final examination with an answer key for review and approval (minimum three questions per clock hour)
- any texts, handouts, and other instructional materials

Select one:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Fundamentals | <input type="checkbox"/> Business management | <input type="checkbox"/> Law |
| <input type="checkbox"/> Practices | <input type="checkbox"/> Brokerage management | <input type="checkbox"/> Advanced law |
| <input type="checkbox"/> Advanced practices | | |

Select one:

- ☐ Original approval – **\$150 non-refundable fee**
- ☐ Renewal approval for course ID number _____ – **\$150 non-refundable fee**

Select delivery medium:

- ☐ Live lecture
- ☐ Distance education – delivery method _____
attach Real Estate Distance Education Delivery Method Application (BPD-600-002B) unless the course has been certified by ARELLO for your school

Does this course include the current prescribed core curriculum?

- ☐ Yes ☐ No

Provider/Course developer information

Name of provider/course developer		School ID number (if applicable)	
Address (Street, PO Box, Suite number)			
City		State	ZIP code
(Area code) Telephone number	(Area code) Fax number	email address	
Contact person		(Area code) Telephone number (if different)	
Description of instructional materials			
Answer the following			
Will you adhere strictly to the Real Estate Fundamentals, Real Estate Practices, Advanced Practices, Real Estate Law, Advanced Law, Business Management, or Brokerage Management curriculum dictated and provided by Washington State? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will you provide a copy of the curriculum and a course evaluation sheet to all students? <input type="checkbox"/> Yes <input type="checkbox"/> No			
In a live lecture format, do you agree to abide by the rule that no more than 7.5 hours per day be taught in a three (or more) consecutive day format? <input type="checkbox"/> Yes <input type="checkbox"/> No			

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

X

Date and Place

School administrator's signature

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56

WAC 308-124H-820

RE-623-137 (R/4/11)WR

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If you need accommodation, please call (360) 664-6505 or TTY (360) 664-0116.*